

~~CONFIDENTIAL~~

1. What are the Career Service promotion policies.
2. What criteria, standards and/or guidelines have been established for use by

Operating Officials (supervisors)

Promotion Boards or Panels

3. What process is used in making competitive evaluations. What procedures are followed
  - a. Are recommendations of operating officials a part of the process of competitive evaluation
  - b. Are the employees actually rated as part of process. If so, what procedure is used to arrive at rank order.
4. Who competitively evaluates the merited promotions of members of the Career Service.
  - a. GS 09-14
  - b. GS 03-08
5. When does an employee enter the zone of consideration for promotion.
  - a. GS 09-14
  - b. GS 03-08
6. What General Schedule grade levels of employees are formally evaluated.
7. What factors are competitive evaluations for promotions based on or upon what basis are employees evaluated for merited promotions.
8. What documents or records support the evaluation. Do the written promotion recommendations represent an unbiased summary of an employee's record or merely a supervisor's opinion.
9. What are the current minimum requirements for promotion of employees with respect to

a. Time in grade

b. Qualifications

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

-2-

9.                   c. Grade of position occupied and/or existence of suitable position at higher grade level.
10. Are eligible employees not nominated for promotion considered by the Promotion Board or Panel (s) as well as those nominated.
11. Who makes the determination as to number of promotions to be made in each grade level. Is a promotion quota set up? Or is the number of promotions controlled. What is basis.
12. What criteria is used when considering an employee for advancement from subprofessional to professional categories.
13. What is the clerical promotion policy of the Career Service.
14. Are the recommendations of the Promotion Board or Panel(s) subject to approval by Head of Career Service. By the D/D
  - a. GS 09-14
  - b. GS 03-08
15. What is role of Promotion Board or Panel(s)
16. What is role of the Personnel element in the component. Does it have a substantive role in the promotion process.
17. Are supervisors notified of turn-down of promotion recommendations. Does anyone attempt to tell them why a recommendation has been turned down.
18. Recommendations or suggestions.

~~CONFIDENTIAL~~

# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Missing answers to questions - to thru 18

~~CONFIDENTIAL~~

① Jobs Composition of the Career Service People  
18

↓  
1

(2) # Men & # Women 90+ above and 08+ below

(3) Average age of those 90+ above & 08+ below

(4) Oldest & youngest 90+ above & 08+ below

⑤ What ~~have the~~ ~~been the~~ significant trends have been evident in re: the composition of the Career Service.

⑤ Length of service - how many of those 90+ above & 08+ below have been in the service 5-10-15-20 yrs. etc.

~~CONFIDENTIAL~~